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ABSTRACT

This document is the instructor's manual for a course in retail flower shop sales and floral design for use in vocational education courses in high schools in South Carolina. The manual consists primarily of instructor's guides to the 22 learning modules contained in the student manual, which provide the subject matter needed by workers in these jobs. Each instructor's guide contains a list of the instruction sheets and student self-checks included in the module, along with space to record the numbers of learning activities used; and lists of supplemental materials, textbooks, and references required, manuals and specification sheets, slide-tape and audiovisual materials required, special tools, equipment, and supplies required, attitudes and values to be developed, and notes to the teacher to assist in working with the module. The instructor's manual also contains a list of tools and supplies needed for the course, instructional references used, a list of the learning activity package titles, and an achievement record to be reproduced for each student. (KC)

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INSTRUCTOR'S MANUAL

RETAIL FLOWER SHOP SALESPERSON AND FLORAL DESIGNER

These materials were
modified from the
Kentucky State Department of Education
Frankfort, KY

Materials were revised by teachers:

Paula Fleming Dana
Wilson High School
Florence, SC

Phillip Hayes
Richland Northeast H.S.
7500 Brookfield Road
Columbia, SC

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Revision directed by:
Patricia A. Wilson
Curriculum Specialist

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TABLE OF CONTENTS

Page

Tools and Supplies 1

Instructional References 2

List of Learning Activity Package Titles 3

Instructor's Guides 4

Achievement Record 63

TOOLS AND SUPPLIES

The following list of suggested supplies and tools is here for your review. Compare these items with your shop's inventory.

1. Assorted dry flowers
2. Assorted artificial flowers
3. Assorted care cards
4. Casket saddle
5. Cleaning materials: brushes, detergents, feather duster, brooms, trash containers, etc.
6. Containers for arrangements: baskets, bowls, bud vases, cylinder vases, funeral baskets/bases, low containers for horizontal arrangements, novelty containers, pedestal containers, planters, terrarium containers, etc.
7. Enclosure cards
8. Boutonniere pins
9. Boxes and bags
10. Corsage pins
11. Decorative stones, ceramic animals for terrariums and planters
12. Floral foam: dry for permanent/dried arrangements and water absorbent for fresh arrangements
13. Floral tape
14. Floral foam tape
15. Floral thread
16. Floral tints
17. Floral wire (18, 20, 22, 26)
18. Florist foil
19. Florist tools: floral shears/knife, hammer, ribbon scissors, water mister, wire cutters, etc.
20. Flowers and foliage: line, filler, mass, foliage such as salal, leather leaf
21. Greening pins
22. Nylon netting
23. Picker
24. Play money
25. Potting soil
26. Pricing materials
27. Ribbons (3, 9, 40, 100)
28. Sales tickets
29. Sharpening stones
30. Styrofoam blocks
31. Supplies for show card lettering
32. Water picks
33. Wooden/steel picks for steel picker

INSTRUCTIONAL REFERENCES

I. The modules cite specific references in the following books:

Retail Floriculture, - Books 1 and II. (Department of Agriculture Education, The Ohio State University, Room 254, 2120 Fyffe Road, Columbus, OH 43210).

The Retail Florist Business, (Peter P. Pfahl, The Interstate Printers and Publishers Incorporated, Danville, IL 61832).

II. Supplemental references that may be included in your Floral Sales program include:

Flowers: Geometric Form, (M. "Buddy" Benz, San Jacinto Publishing Company, P.O. Box 66254, Houston, TX 77006).

Flower Arranging - 150 Illustrated Concepts. (Miriam A. Bernenger, 637 Charles Lane, Madison, WI 53711).

Foliage Plants for Modern Living (Merchants Publishing Company, Kalamazoo, MI 49001).

Hanging Plants For Modern Living. (Merchants Publishing Company, Kalamazoo, MI 49001).

Terrariums and Miniature Gardens. (Lane Books, Willow and Middlefield Roads, Menlo Park, CA 94025).

The John Henry Retailer's Guide to Foliage Plants. (The John Henry Company, P.O. Box 1410, Lansing, MI 48904).

LIST OF LEARNING ACTIVITY PACKAGE TITLES

FD-2	Maintaining Designer's Tools
FD-3	Sharpening Knives
FD-4	Conditioning Cut Flowers
FD-5	Fertilizing and Watering Plants
FD-9*	Wiring Flowers
FD-10	Tying Bows for Corsages and Potted Plants
FD-11	Boxing Cut Flowers
FD-12	Explaining the Care of Cut Flowers to Customers
FD-15*	Designing Corsages
FD-16	Writing Enclosure Cards
FD-17	Boxing Corsages
FD-31*	Designing Terrariums
FD-32	Explaining Terrarium Construction and Care
FD-34	Explaining How to Plant Planters
FD-35*	Dressing Potted Plants
FD-36	Explaining Care of Potted Plants to Customers
FD-54	Telephoning Orders to Wholesalers
FD-55	Unpacking Boxes and Receiving Incoming Merchandise
FD-56	Wrapping Floral Merchandise
FD-58	Routing Deliveries
FD-59	Writing Customers' Monthly Statements
FD-67*	Designing Bud Vases

* Indicates audiovisual presentation available.

INSTRUCTOR'S GUIDES

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: MAINTAINING DESIGNER'S TOOLS

INSTRUCTION SHEETS INCLUDED IN MODULE

		Learning Activity Number(s)
I	Title: THE FLORAL DESIGNER'S TOOLS	1
II	Title: CARE OF DESIGNER'S TOOLS	3
III	Title:	
IV	Title:	
V	Title:	
VI	Title:	
VII	Title:	

STUDENT SELF-CHECKS INCLUDED IN MODULE

I	Title: IDENTIFYING DESIGNER'S TOOLS	2
II	Title:	
III	Title:	
IV	Title:	

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE

TEXTBOOKS AND REFERENCE BOOKS REQUIRED

MANUALS, SPECIFICATION SHEETS, ETC., REQUIRED	Learning Activity Number(s)

SLIDE-TAPE PRESENTATIONS & AV MATERIALS REQUIRED	

SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED	
Bleach, soap, alcohol, fine sandpaper (0000), paper towels or soft	
cloth, light lubricating oil.	3

ATTITUDES AND VALUES TO BE DEVELOPED IN THIS MODULE (AFFECTIVE DOMAIN)

NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

Supply the students with tools when they are ready to check out.

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: SHARPENING KNIVES

INSTRUCTION SHEETS INCLUDED IN MODULE

		Learning Activity Number(s)
I	Title: HOW TO SHARPEN A FLORAL DESIGNER'S KNIFE	1
II	Title:	
III	Title:	
IV	Title:	
V	Title:	
VI	Title:	
VII	Title:	

STUDENT SELF-CHECKS INCLUDED IN MODULE

I	Title: SHARPENING A FLORAL DESIGNER'S KNIFE	2
II	Title:	
III	Title:	
IV	Title:	

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE

TEXTBOOKS AND REFERENCE BOOKS REQUIRED

MANUALS, SPECIFICATION SHEETS, ETC., REQUIRED	Learning Activity Number(s)

SLIDE-TAPE PRESENTATIONS & AV MATERIALS REQUIRED	

SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED	
Floral designer's knife	2 & 3
Steel sharpening stone	2 & 3

ATTITUDES AND VALUES TO BE DEVELOPED IN THIS MODULE (AFFECTIVE DOMAIN)

Appreciation of sharp, clean tools

NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

You should discuss the rules of knife safety with your students. You should also closely supervise and observe your students during the practice activities.

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: CONDITIONING CUT FLOWERS

INSTRUCTION SHEETS INCLUDED IN MODULE			Learning Activity Number(s)
I	Title:	CONDITIONING SOFT–STEMMED CUT FLOWERS	1
II	Title:	CONDITIONING WOODY-STEMMED CUT FLOWERS	2
III	Title:	CONDITIONING FLOWERS THAT SECRETE MILKY SAP	3
IV	Title:	CONDITIONING BULBOUS CUT FLOWERS	4
V	Title:	CONDITIONING CUT FOLIAGE	5
VI	Title:	ADDITIONAL TIPS FOR CONDITIONING CUT FLOWERS	6
VII	Title:		

STUDENT SELF-CHECKS INCLUDED IN MODULE			
I	Title:	CONDITIONING CUT FLOWERS AND FOLIAGE	7
II	Title:		
III	Title:		
IV	Title:		

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE	

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	

MANUALS, SPECIFICATION SHEETS, ETC., REQUIRED	Learning Activity Number(s)

SLIDE-TAPE PRESENTATIONS & AV MATERIALS REQUIRED	

SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED	
Sharp knife, pruning shears, hammer, containers, bleach,	
detergent, preservative, flowers	1 - 6

ATTITUDES AND VALUES TO BE DEVELOPED IN THIS MODULE (AFFECTIVE DOMAIN)

Proper care of cut flowers

NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

Module No. FD-5

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: FERTILIZING AND WATERING PLANTS

INSTRUCTION SHEETS INCLUDED IN MODULE		Learning Activity Number(s)
I	Title: PROPER FERTILIZATION AND WATERING OF PLANTS	1
II	Title:	
III	Title:	
IV	Title:	
V	Title:	
VI	Title:	
VII	Title:	

STUDENT SELF-CHECKS INCLUDED IN MODULE		
I	Title: PROPER FERTILIZATION AND WATERING OF PLANTS	3
II	Title:	
III	Title:	
IV	Title:	

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE	

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	
Merchants Publishing Co., Hanging Plants for Modern Living	2
Merchants Publishing Co., Foliage Plants for Modern Living	2
Ohio State University, Retail Floriculture, Book II	2
FTD, Professional Guide to Green Plants	2

MANUALS, SPECIFICATION SHEETS, ETC., REQUIRED	Learning Activity Number(s)

SLIDE-TAPE PRESENTATIONS & AV MATERIALS REQUIRED	

SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED	
plants, water, water container, fertilizers, mixing containers	5 & 6

ATTITUDES AND VALUES TO BE DEVELOPED IN THIS MODULE (AFFECTIVE DOMAIN)

Students should be aware that plants need proper fertilizing and watering and each variety of plant has specific needs.

NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

You will need an assortment of potted plants, both foliage and blooming varieties, for the students to water and fertilize during the Check-Out Activities. Students should have knowledge of watering and fertilizing in order to tell customers how to properly fertilize and water plants. The student should be fully aware that customers will often request directions concerning how to water and fertilize their purchased plants.

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: WIRING FLOWERS

INSTRUCTION SHEETS INCLUDED IN MODULE		Learning Activity Number(s)
I	Title: METHODS USED FOR WIRING FLOWERS	1
II	Title: THE HOOK-WIRE METHOD	2
III	Title: THE PIERCING METHOD	3
IV	Title: THE HAIRPIN METHOD	4
V	Title: THE HOLLOW-STEM METHOD	5
VI	Title: THE STRAIGHT-WIRE METHOD	6
VII	Title: WIRING FLOWERS FOR USE IN FLOWER ARRANGEMENTS AND CORSAGES	8

STUDENT SELF-CHECKS INCLUDED IN MODULE		
I	Title:	
II	Title:	
III	Title:	
IV	Title:	

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE	

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	

MANUALS, SPECIFICATION SHEETS, ETC., REQUIRED	Learning Activity Number(s)

AUDIOVISUAL MATERIALS REQUIRED

FD-9, "Wiring Flowers"	7

SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED

Fresh flowers; No. 20, 22, 24, 26 wire	4

ATTITUDES AND VALUES TO BE DEVELOPED IN THIS MODULE (AFFECTIVE DOMAIN)

NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

1. Suggested flowers to have on hand include one type for each wiring method: carnations, daisies, snapdragons, daffodils, lilies.
2. You may wish to demonstrate for your students the wiring methods illustrated in this module.

Narration for Audiovisual Presentation

WIRING FLOWERS

Frame 1
Title Frame

Floral designers wire flowers when designing corsages and wedding bouquets and when the stems of flowers are either too weak or too delicate to support the flower bloom in arrangements.

Often the designer may choose to wire flowers in arrangements that may be moved often, such as funeral pieces. This gives the arrangements added strength to withstand the moves that occur. This audiovisual presentation will help you learn how to wire and tape flowers.

Frame 2
The materials that you will be using to wire and tape flowers are floral shears or florist's knife, wire of assorted gauges, and floral tape. The floral tape will be used when you are preparing flowers for corsages and bouquets.

Frame 3
Wiring Corsage Flowers Using the Piercing Method.

The piercing method of wiring is suggested for flowers with large calyxes, such as roses and carnations. This frame shows a designer using the piercing method to wire a carnation to be used in a corsage. When you are practicing this wiring method, insert a short pierce of 20-gauge wire 10.2-12.7 cm (4-5 in.) through the calyx of the flower.

Frame 4
Bend each end of the wire down so that each is parallel to where the stem would be. Some designers normally insert two wires to strengthen the stem.

Frame 5
Press the two wires together.

Frame 6
Tape the wires together, making certain to cover all of the wires with floral tape.

Begin taping by wrapping the base of the calyx. Rotate the flower, pressing the tape lightly to the calyx as you apply it.

Frame 7
Overlap the tape as you stretch and pull it around the stem and wire. Wrap the tape tightly and be certain to cover all the wire.

Pinch off the tape after you have reached the end of the wire.

You have now completed wiring a carnation for use in a corsage.

Frame 8
Wiring Flowers Using the Straight-Wire Method.

When it is necessary to wire a long-stemmed flower, such as a carnation or a rose, to strengthen its stem for arrangements or funeral pieces, floral designers often use the straight-wire method.

Frame 9
You will need the following materials and tools for this wiring method: an 45.7 cm (18 in.) piece of 20-gauge wire, a long-stemmed, large-calyxed flower and wire cutters. To wire a long-stemmed, large-calyxed flower:

Frame 10
Insert the wire into the bottom of the calyx parallel to the stem of the flower. Do not push the wire through the calyx.

Hold the flower stem in your hand and twist the wire down and around the stem of the flower. Either bend the excess wire up and around the end of the flower or cut it off with the needle-nose wire cutters.

Take care when bending the wire around the stem to avoid breaking the bloom off the flower stem.

Frame 11
Wiring Flowers Using the Hook-Wire Method.

Many floral designers use the hook-wire method when preparing button-centered or daisy-like flowers for corsages, bouquets or flower arrangements. Examples of these kinds of flowers are daisies. To prepare the hook-wire: bend the end of a piece of 24 or 26-gauge wire into a small hook, using the needle-nosed pliers.

Frame 12
Insert the straight end of the wire into the middle of the flower head.

Frame 13
Push it down through the head of the flower until the hook is almost invisible in the flower head, keeping the wire as straight as you can. Take care to avoid pulling the wire through the head of the flower.

Frame 14
Tape the wire beginning at the base of the flower.

Frame 15
Pull the tape down and around the stem and the wire. Pinch off the floral tape at the end of the wire.

Frame 16
The Hairpin-Wiring Method.
Floral designers often use the hairpin method of wiring when prepairing funnel-shapped flowers, such as lilies and orchids, for corsages. This method is also used for wiring foliage and petals for wedding pieces. To make a hairpin for wiring:
Bend a piece of 24 or 26-gauge wire in the middle using the dual side of your floral designer's knife or shears to make the bend.

Frame 17
Insert the hairpin-shaped wire into the throat of the flower and push it out through the base.

Frame 18
Pull the wires down gently so that they will be parallel to the stem. Take care not to pull the wire through the throat of the flower. Stop when the wire loop is well hidden.

Frame 19
Press the two wires together.

Frame 20
Tape the wires with floral tape beginning at the base of the flower.
Rotate the flower tape around the wire by pulling down on the tape, overlapping it as you pull it to the end of the wire.

Frame 21
Pinch off the tape at the end of the wire.
You have now completed this audiovisual presentation.

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: TYING BOWS FOR CORSAGES AND POTTED PLANTS

INSTRUCTION SHEETS INCLUDED IN MODULE			Learning Activity Number(s)
I	Title:	TYING BOWS FOR CORSAGES AND POTTED PLANTS	2
II	Title:		
III	Title:		
IV	Title:		
V	Title:		
VI	Title:		
VII	Title:		

STUDENT SELF-CHECKS INCLUDED IN MODULE			
I	Title:	TYING CORSAGE BOWS	3
II	Title:	TYING BOWS FOR POTTED PLANTS	5
III	Title:		
IV	Title:		

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE	

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	
Ohio State University, Retail Floriculture, Book II	1
Pennsylvania State University, Retail Flower Shop Operation & Management	1
San Jacinto Publishing Company, Flowers: Geometric Form	1

MANUALS, SPECIFICATION SHEETS, ETC., REQUIRED	Learning Activity Number(s)

SLIDE-TAPE PRESENTATIONS & AV MATERIALS REQUIRED	

SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED	
Satin ribbon for corsage 1.59 cm (5/8 in.)	3
Satin ribbon for potted plants 10-11.4 cm (4-4½ in.)	5
Floral wire, scissors, wire cutters	3, 5

ATTITUDES AND VALUES TO BE DEVELOPED IN THIS MODULE (AFFECTIVE DOMAIN)

NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

The student's best effort on the corsage bow could be used with Module FD-15, "Designing Corsages."

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: BOXING CUT FLOWERS

INSTRUCTION SHEETS INCLUDED IN MODULE		Learning Activity Number(s)
I	Title: MAKING UP CUT FLOWER BOXES	1
II	Title: PREPARING THE CUT FLOWER BOX FOR FLOWERS	3
III	Title: PREPARING THE CUT FLOWERS FOR THE BOX	5
IV	Title: PUTTING ON THE FINISHING TOUCHES	8
V	Title:	
VI	Title:	
VII	Title:	

STUDENT SELF-CHECKS INCLUDED IN MODULE		
I	Title: ASSEMBLING A CUT FLOWER BOX	2
II	Title: PREPARING THE BOX FOR FLOWERS	4
III	Title: PREPARING THE CUT FLOWERS FOR THE BOX	6
IV	Title:	

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE	

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	
Ohio State University, Retail Floriculture, Book 1	7

MANUALS, SPECIFICATION SHEETS, ETC., REQUIRED	Learning Activity Number(s)

SLIDE-TAPE PRESENTATIONS & AV MATERIALS REQUIRED	

SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED	
Floral knife or shears, cut flowers, cut flower boxes, foliage, ribbon,	
care cards, enclosure cards, floral preservative, floral foam.	

ATTITUDES AND VALUES TO BE DEVELOPED IN THIS MODULE (AFFECTIVE DOMAIN)

NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

The student should be given the opportunity to perform each practice exercise.

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: EXPLAINING THE CARE OF CUT FLOWERS TO CUSTOMERS

INSTRUCTION SHEETS INCLUDED IN MODULE		Learning Activity Number(s)
I	Title: CARING FOR CUT FLOWERS IN THE HOME	1
II	Title:	
III	Title:	
IV	Title:	
V	Title:	
VI	Title:	
VII	Title:	

STUDENT SELF-CHECKS INCLUDED IN MODULE		
I	Title: EXPLAINING THE CARE OF CUT FLOWERS	2
II	Title:	
III	Title:	
IV	Title:	

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE	

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	

MANUALS, SPECIFICATION SHEETS, ETC., REQUIRED	Learning Activity Number(s)

SLIDE-TAPE PRESENTATIONS & AV MATERIALS REQUIRED	

SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED	

ATTITUDES AND VALUES TO BE DEVELOPED IN THIS MODULE (AFFECTIVE DOMAIN)

Developing an appreciation of the importance of being able to answer customers' inquiries.

NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

Students who are competent in this area may role play for this activity.

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: DESIGNING CORSAGES

INSTRUCTION SHEETS INCLUDED IN MODULE		Learning Activity Number(s)
I	Title: MAKING A CORSAGE	4
II	Title: DESIGN CHECKLIST	5
III	Title:	
IV	Title:	
V	Title:	
VI	Title:	
VII	Title:	

STUDENT SELF-CHECKS INCLUDED IN MODULE		
I	Title:	
II	Title:	
III	Title:	
IV	Title:	

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE	

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	
Ohio State University, Retail Floriculture, Book II	1
San Jacinto Publishing Company, Flowers: Geometric Form	2

MANUALS, SPECIFICATION SHEETS, ETC., REQUIRED	Learning Activity Number(s)

AUDIOVISUAL MATERIALS REQUIRED	
FD-15, "Designing a Corsage"	3

SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED	
Knife, shears, wires, wire cutters, ribbon, floral tape, netting,	
corsage pins, regular scissors.	

ATTITUDES AND VALUES TO BE DEVELOPED IN THIS MODULE (AFFECTIVE DOMAIN)

NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

Practice designs can be dismantled so that the student may use the same materials for Check-Out Activities.

DESIGNING CORSAGES

Frame 1
Title Frame.

Frame 2
Floral designers receive many orders for corsages since they are popular for many occasions: weddings, dances, formal dinners, holidays, and others. There are various styles of corsages. The one that you will see in this audiovisual presentation is the crescent-shaped shoulder corsage. As you view this presentation, observe how the corsage is constructed in segments. The designer first prepares the flowers; then, leaves and puffs. Then all of these are joined with floral tape to form the corsage. Finally the designer ties the bow and joins it to the corsage to create the completed arrangement. After you have finished viewing this presentation, obtain tools and materials from your instructor and practice designing a crescent-shaped shoulder corsage.

Frame 3
Assemble the tools and materials.
Flowers: roses, carnations, or daisies; floral wire - 22 and 26-gauge; floral netting for puffs; ribbon for bow of a color that will complement the flowers; floral tape for wrapping the wired flowers, floral ribbon scissors; floral shears or knife; leaves for backing the flowers.

Frame 4
Begin your corsage by wiring and taping each flower. This is a three-flower corsage. Cut each flower from its stem leaving approximately .6 cm (one-fourth inch) of stem. Using the piercing method insert a 47.7 cm (18 in.) 22-gauge floral wire through the calyx of each flower.

Frame 5
Bend the ends of the wire down to form a wire stem.

Frame 6
Wrap each of the wired flowers with floral tape beginning at the top of the flower calyx.

Frame 7
Pull the tape down and around the calyx overlapping as you come down it and the wire. Break off the tape at the end of the wire. Wire and tape each of the flowers in this manner. It will help if you will place each wired and taped flower in a jar or bottle on the work bench.

Frame 8
Prepare the leaves that will be used for backing the flowers by bending a 26-gauge floral wire into a hairpin shape as shown.

Frame 9
Insert the wire through the leaf as shown.

Frame 10
Twist the ends of the wire down and around the leaf stem. Cut off any excess wire and place the leaf in the jar or bottle with the flowers.

Frame 11
Prepare the corsage puff by cutting the netting as shown.

Frame 12
Using 26-gauge wire, form another hairpin.

Frame 13
Gather the netting as shown.

Frame 14
Hold it tightly and insert the hairpin through the middle of the gather, twisting the wire to hold the puff. Place the puff in the jar or bottle with leaves and flowers.

Frame 15
Pick up two of the wired and taped flowers and place them together as indicated here.

Frame 16
Add the third flower, placing each flower slightly below the other. Notice how the crescent shape of the corsage has been formed.

Frame 17
Position the puff between the lowest and middle flower as shown.

Frame 18
Position the wired leaf behind the flowers. Again observe how the crescent shape of the corsage is formed.

Frame 19
A back view of the corsage.

Frame 20
Notice how the combined flowers, puff, and leaf form a crescent-shaped design.

Frame 21
Tape the flowers, the puff and leaf together bringing the tape down the wires approximately 5-6 cm (2-2 ½ in.).

Frame 22
Cut off excess wire with wire cutters, set the corsage aside, and tie the bow.

Frame 23
Cut a piece of ribbon approximately 152-183 cm (60-72 in.) in length.

Frame 24
Tie a half knot into one end of the ribbon leaving the knot open so that you can place your thumb into the knot loop.

Frame 25
After placing your thumb in the loop, hand the long end of the ribbon over your thumb. To form the first loop, take the long end of the ribbon and loop it under the thumb. Pinch it between your thumb and forefinger, still holding the long end. Loop it in the opposite direction, forming a loop of the same size as the first and bringing it back between your thumb and forefinger. This forms the first double loop.

Frame 26
Continue forming loops in this manner progressively increasing or alternating the sizes of your loops. Tie approximately eight to nine loops. Trim off the ends of the ribbon to equal lengths.

Frame 27
The completed bow.

Frame 28
Insert a 26-gauge hairpin shaped wire through the loop that is around your thumb and the meeting point of the loops. Twist the wire to hold the ribbon into position. Flair the loops.

Frame 29
Tie the bow to the corsage by inserting the open ends of the bow through the wire of the corsage; twist the ends at the back to hold the bow into position. Cut off excess wire with wire cutters.

Frame 30
Carefully inspect the corsage to see that all wires are taped and that your shoulder corsage conforms to the principles of the crescent shape.

Frame 31
No narration.

Frame 32
No narration.

Frame 33
A corsage that any customer would be proud to wear. This is the end of the audiovisual presentation.

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: WRITING ENCLOSURE CARDS

INSTRUCTION SHEETS INCLUDED IN MODULE		Learning Activity Number(s)
I	Title: ENCLOSURE CARDS	1
II	Title:	
III	Title:	
IV	Title:	
V	Title:	
VI	Title:	
VII	Title:	

STUDENT SELF-CHECKS INCLUDED IN MODULE		
I	Title: WRITING ENCLOSURE CARDS	2
II	Title:	
III	Title:	
IV	Title:	

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE	

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	

MANUALS, SPECIFICATION SHEETS, ETC., REQUIRED	Learning Activity Number(s)

SLIDE-TAPE PRESENTATIONS & AV MATERIALS REQUIRED	

SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED	
Might want to use actual cards and envelopes from the florist	3

ATTITUDES AND VALUES TO BE DEVELOPED IN THIS MODULE (AFFECTIVE DOMAIN)

The importance of good penmanship. The necessity of getting the correct information from the customer.

NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: BOXING CORSAGES

INSTRUCTION SHEETS INCLUDED IN MODULE		Learning Activity Number(s)
I	Title: MAKING CORSAGE BOXES	1
II	Title: BAGGING AND BOXING CORSAGES	2
III	Title:	
IV	Title:	
V	Title:	
VI	Title:	
VII	Title:	

STUDENT SELF-CHECKS INCLUDED IN MODULE		
I	Title: PREPARING CORSAGES FOR PICK-UP OR DELIVERY	3
II	Title:	
III	Title:	
IV	Title:	

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE	

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	
Ohio State University, Retail Floriculture, Book I	4

MANUALS, SPECIFICATION SHEETS, ETC., REQUIRED	Learning Activity Number(s)

SLIDE-TAPE PRESENTATIONS & AV MATERIALS REQUIRED	

SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED	
Unassembled corsage boxes, corsage, ribbon, corsage bags, corsage pins	-5

ATTITUDES AND VALUES TO BE DEVELOPED IN THIS MODULE (AFFECTIVE DOMAIN)

NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

Corsage could be artificial so that it could be used over and over.

Module No. FD-31

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: DESIGNING TERRARIUMS

INSTRUCTION SHEETS INCLUDED IN MODULE		Learning Activity Number(s)
I	Title: DESIGNING A TERRARIUM	4
II	Title: TERRARIUM DESIGN CHECKLIST	5
III	Title:	
IV	Title:	
V	Title:	
VI	Title:	
VII	Title:	

STUDENT SELF-CHECKS INCLUDED IN MODULE		
I	Title:	
II	Title:	
III	Title:	
IV	Title:	

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE	

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	
1. Ohio State University, Retail Floriculture, Book II.	1
2. Sunset, Terrariums and Miniature Gardens.	2

MANUALS, SPECIFICATION SHEETS, ETC., REQUIRED	Learning Activity Number(s)

AUDIOVISUAL MATERIALS REQUIRED

FD-31, "Designing Terrariums"	3

SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED

Terrarium containers, plants, soil, vermiculite, lava rock or gravel, moss,	
scissors, tongs, and pick, knife or shears, bulb sprayer, charcoal,	
blunt-end sticks.	4, 6

ATTITUDES AND VALUES TO BE DEVELOPED IN THIS MODULE (AFFECTIVE DOMAIN)

NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

Emphasize the importance of reading the selected references prior to viewing the audiovisual presentation.

If student succeeds in the practice exercise, you may consider counting it as the final check to economize.

Narration For Audiovisual Presentation

Module No. FD-31

DESIGNING TERRARIUMS

Frame 1
"Designing Terrariums."

Frame 2
The growing popularity of the terrarium has resulted in increased demand for these arrangements, for terrarium containers and supplies, and for information about designing and caring for terrariums. The terrarium is a selection of small plants thriving in an enclosed, transparent container. This presentation will help you learn how to design terrariums.

Frame 3
When constructing a terrarium, select a container of clear plastic or glass that has a top and deep base. It is important that the container be cleaned and rinsed thoroughly. When selecting plants, choose ones that will live well in a terrarium environment and will not have to be replaced often. It is wise to choose plants which have a dwarf growth habit. Usually, moisture-loving plants do best in terrariums. Supplies needed include sterilized soil, gravel, and a pair of tongs or a similar tool to place the plants in the terrarium.

Frame 4
Gently pour a layer of pebbles approximately 5.08 cm (2 in.) deep into the container. If desired, you can line the bottom and approximately one-fifth of the side walls with sheet moss, placing the green side toward the glass. This is optional and for appearance only.

Frame 5
Gently pour the potting soil into the container to a depth of approximately 10.16 cm (4 in.), or until the container is half full.

Frame 6
The soil is now ready to be contoured or shaped.

Frame 7
Using your hand or a blunt instrument, shape the soil into pleasing contours (high and low areas).

Frame 8
Again using your hand or a blunt instrument, form depressions in the soil large enough to receive the roots of the selected plants.

Frame 9
Remove the plants from the growing containers. Trim the root system, if necessary, and place the roots in the depressions.

Frame 10
Cover all root systems with soil.

Frame 11
When the terrarium is to be seen from all sides it may be best to place the tallest plants in the center. If it is to be viewed from one side or two sides, place the tallest plants in the background.

Frame 12
After placing all plants in the soil, check to see that all root systems are thoroughly covered and that the plants are well arranged for balance and harmony.

Frame 13
Wash the sides of the terrarium and the plant leaves, using room-temperature water in the bulb sprayer and taking care not to use too much water.

Frame 14
If desired, add accessories such as driftwood, stones, or animal figures for effect. When finsished, the terrarium should be one that you will be pleased to send to the office or home of the customer. This is the end of the audiovisual presentation, "Designing Terrarium."

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: EXPLAINING TERRARIUM CONSTRUCTION AND CARE

INSTRUCTION SHEETS INCLUDED IN MODULE			Learning Activity Number(s)
I	Title:	EXPLAINING TO CUSTOMERS HOW TO DESIGN AND CARE FOR TERRARIUMS	1
II	Title:	EXPLAINING HOW TO CONSTRUCT AND CARE FOR TERRARIUMS	3
III	Title:		
IV	Title:		
V	Title:		
VI	Title:		
VII	Title:		

STUDENT SELF-CHECKS INCLUDED IN MODULE		
I	Title:	
II	Title:	
III	Title:	
IV	Title:	

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE	

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	
Ohio State University, Retail Floriculture, Book II	2
Sunset, Terrariums and Miniature Gardens	2

MANUALS, SPECIFICATION SHEETS, ETC., REQUIRED	Learning Activity Number(s)

SLIDE-TAPE PRESENTATIONS & AV MATERIALS REQUIRED	

SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED	

ATTITUDES AND VALUES TO BE DEVELOPED IN THIS MODULE (AFFECTIVE DOMAIN)

NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

Use of role playing makes excellent learning activity and leads up to the Check-Out Activity.

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: EXPLAINING HOW TO PLANT PLANTERS

INSTRUCTION SHEETS INCLUDED IN MODULE		Learning Activity Number(s)
I	Title: SELECTING PLANTS FOR PLANTERS	1
II	Title: EXPLAINING TO CUSTOMERS HOW TO PLANT PLANTERS	5
III	Title: CHECKLIST	6
IV	Title:	
V	Title:	
VI	Title:	
VII	Title:	

STUDENT SELF-CHECKS INCLUDED IN MODULE		
I	Title: PLANTS FOR THE PLANTER	3
II	Title:	
III	Title:	
IV	Title:	

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE	

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	
1. Ohio State University, Retail Floriculture, Book II	3
2. Interstate Printers and Publishers, Inc., Retail Florist Business	1 & 4
3. John Henry Co., Retailer's Guide to Foliage Plants	1

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: EXPLAINING HOW TO PLANT PLANTERS
(Continued)

INSTRUCTION SHEETS INCLUDED IN MODULE		Learning Activity Number(s)
I	Title:	
II	Title:	
III	Title:	
IV	Title:	
V	Title:	
VI	Title:	
VII	Title:	

STUDENT SELF-CHECKS INCLUDED IN MODULE		
I	Title:	
II	Title:	
III	Title:	
IV	Title:	

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE	

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	
4. Merchants Publishing, Foliage Plants for Modern Living	1
5. Pfahl, The Retail Floral Business	4

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: DRESSING POTTED PLANTS

INSTRUCTION SHEETS INCLUDED IN MODULE		Learning Activity Number(s)
I	Title: DRESSING POTTED PLANTS	5
II	Title: CHECKLIST FOR DRESSING POTTED PLANTS	8
III	Title:	
IV	Title:	
V	Title:	
VI	Title:	
VII	Title:	

STUDENT SELF-CHECKS INCLUDED IN MODULE		
I	Title: DRESSING POTTED PLANTS	6
II	Title:	
III	Title:	
IV	Title:	

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE	

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	
San Jacinto Publishing Company, Flowers: Geometric Form	1
Ohio State University, Retail Floriculture, Book II	2
Interstate Printers and Publishers, Inc., The Retail Florist Business	3

MANUALS, SPECIFICATION SHEETS, ETC., REQUIRED	Learning Activity Number(s)

AUDIOVISUAL MATERIALS REQUIRED	
FD-35, "Dressing Potted Plants"	4

SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED	
Potted plants, covering material (foil, fabric, etc.)	7,9
Ribbon, tools (scissors, tape, etc.)	

ATTITUDES AND VALUES TO BE DEVELOPED IN THIS MODULE (AFFECTIVE DOMAIN)

NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

Narration for Audiovisual Presentation

DRESSING POTTED PLANTS

Module No. FD-35

Slide 1
Title Slide.

Slide 2
Potted plants are usually prepared for sale by "dressing" to enhance their sales appeal. In this audiovisual presentation, you will learn how to dress a potted plant. First, assemble the materials that you will need: the plant, ribbon and foil that will complement the color of the plant, 26-gauge florist wire, ribbon shears, and scissors for cutting the foil.

Slide 3
Here you can see that a sufficient length of foil has been cut from the roll to adequately cover the pot.

Slide 4
No narrative.

Slide 5
Fold each corner of the foil.

Slide 6
Set the potted plant in the center of the foil.

Slide 7
Pull the foil up and around the pot so that it extends approximately 5 cm (2 in.) above the rim of the pot.

Slide 8
You will have created an extended portion of the foil that will fold slightly under the plant foliage.

Slide 9
With your hands formed in a cup-like fashion, press the foil against the pot. The foil will adhere to the pot.

Slide 10
No narrative.

Slide 11
Place the ribbon around the pot and bring it upward in the front of the pot.

Slide 12
Cut the ribbbon as shown, tying it in a single-loop knot.

Slide 13
Cut a 26-gauge florist wire in half.

Slide 14
Bend one of the pieces into a hairpin shape, and set it aside until you have tied the bow.

Slide 15
Tie the bow as shown.

Slide 16
No narrative.

Slide 17
No narrative.

Slide 18
The bow should have a sufficient number of loops to complement the plant.

Slide 19
Insert the hairpin shaped wire through the bow as shown.

Slide 20
Then insert the ends of the wire under the ribbon as shown.

Slide 21
Insert the ends of the wire into the soil of the plant.

Slide 22
Grasp both ends of the ribbon tied around the pot and pull them tight. This will hold the bow to the front of the pot as shown.

Slide 23
Cut off the excess ends of the ribbon.

Slide 24
Tie another half knot.

Slide 25

Pull both ends tightly to hold the bow to the front of the pot.

Slide 26

The plant is now dressed attractively and is ready for either delivery or display. Place a care card on the plant and you will have created an attractive item suitable for any customer's home. This is the end of the audiovisual presentation, "Dressing Potted Plants."

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: EXPLAINING CARE OF POTTED PLANTS TO CUSTOMERS

INSTRUCTION SHEETS INCLUDED IN MODULE		Learning Activity Number(s)
I	Title: EXPLAINING HOW TO CARE FOR POTTED PLANTS	1
II	Title. EXPLAINING THE CARE OF POTTED PLANTS	4
III	Title:	
IV	Title:	
V	Title:	
VI	Title:	
VII	Title:	

STUDENT SELF-CHECKS INCLUDED IN MODULE		
I	Title:	
II	Title:	
III	Title:	
IV	Title:	

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE	

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	
1. Interstate Printers and Publishers, Inc., The Retail Florist Business	2
2. Merchants Publishing Co., Foliage Plants for Modern Living	3
3. University of Texas, Floristry.	3

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: EXPLAINING CARE OF POTTED PLANTS TO CUSTOMERS

(Continued)

INSTRUCTION SHEETS INCLUDED IN MODULE		Learning Activity Number(s)
I	Title:	
II	Title:	
III	Title:	
IV	Title:	
V	Title:	
VI	Title:	
VII	Title:	

STUDENT SELF-CHECKS INCLUDED IN MODULE		
I	Title:	
II	Title:	
III	Title:	
IV	Title:	

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE	

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	
4. The John Henry Retailers, Guide to Foliage Plants	3
5. Merchants Publishing Co., Hanging Plants for Modern Living	3

MANUALS, SPECIFICATION SHEETS, ETC., REQUIRED	Learning Activity Number(s)

SLIDE-TAPE PRESENTATIONS & AV MATERIALS REQUIRED	

SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED	

ATTITUDES AND VALUES TO BE DEVELOPED IN THIS MODULE (AFFECTIVE DOMAIN)

NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

Role playing could be used for Learning Activity 4.

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: TELEPHONING ORDERS TO WHOLESALERS

INSTRUCTION SHEETS INCLUDED IN MODULE			Learning Activity Number(s)
I	Title:	THE WHOLESALE FLORIST	1
II	Title:	TELEPHONING AN ORDER TO THE WHOLESALER	2
III	Title:		
IV	Title:		
V	Title:		
VI	Title:		
VII	Title:		

STUDENT SELF-CHECKS INCLUDED IN MODULE		
I	Title:	
II	Title:	
III	Title:	
IV	Title:	

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE	

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	

MANUALS, SPECIFICATION SHEETS, ETC., REQUIRED	Learning Activity Number(s)

SLIDE-TAPE PRESENTATIONS & AV MATERIALS REQUIRED	

SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED	
Teletrainer or toy telephone	2, 3

ATTITUDES AND VALUES TO BE DEVELOPED IN THIS MODULE (AFFECTIVE DOMAIN)

Importance of good communication

NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

Three sample orders can be found on the following page to help you administer the Check-Out Activity.

SAMPLE ORDERS

FOR CHECK-OUT ACTIVITY

Order 1

ACME Wholesale Florist

- 6 dozen red long-stem roses
- 3 dozen yellow long-stem roses
- 10 potted mums
- 12 dozen white carnations
- 6 dozen red carnations
- 3 dozen large football mums
- 1 box floral foam
- 3 rolls each of red, yellow and green 3/4" ribbon
- 1 dozen rolls florist tape
- 6 dozen gladiolas
- 6 bunches leatherleaf
- 6 bunches fern

SAMPLE ORDERS

FOR CHECK-OUT ACTIVITY

Order 2

Home Town Wholesale Florist

- 8 dozen red carnations
- 12 potted mums
- 10 dozen gladiolas
- 1 box floral tape
- 10 bunches leatherleaf
- 12 bunches fern
- 10 rolls ribbon 3/4 inches: 2 red, 3 green, 4 blue, 1 white
- 3 dozen large football mums

SAMPLE ORDERS

FOR CHECK-OUT ACTIVITY

Order 3

Tri-City Wholesale Florist

- 4 bunches leatherleaf
- 6 dozen gladiolas
- 4 dozen white carnations
- 1 case corsage boxes
- 2 cases cut flower boxes
- 12 potted mums
- 1 case floral foam
- 3 ribbon shears
- 10 styrofoam blocks
- 1 dozen rolls of floral tape

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title:

UNPACKING BOXES AND RECEIVING INCOMING MERCHANDISE

INSTRUCTION SHEETS INCLUDED IN MODULE			Learning Activity Number(s)
I	Title	UNPACKING BOXES OF CUT FLOWERS, FLORAL PRODUCTS, AND MERCHANDISE	1
II	Title:	THE INVOICE	4
III	Title:		
IV	Title:		
V	Title:		
VI	Title:		
VII	Title:		

STUDENT SELF-CHECKS INCLUDED IN MODULE			
I	Title:	UNPACKING BOXES	2
II	Title:	CHECK IN MERCHANDISE	5
III	Title:		
IV	Title:		

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE	

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	
Ohio State University, Retail Floriculture, Book I	3

MANUALS, SPECIFICATION SHEETS, ETC., REQUIRED	Learning Activity Number(s)

SLIDE-TAPE PRESENTATIONS & AV MATERIALS REQUIRED	

SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED	

ATTITUDES AND VALUES TO BE DEVELOPED IN THIS MODULE (AFFECTIVE DOMAIN)

Develop an attitude of accuracy of work.

NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

May use actual samples of merchandise with the list and invoice.

May use actual cardboard boxes and tape closed (or use wire bands).

May use actual wooden boxes.

Check-Out Activity Answer

A—UNPACKING BOXES

Cardboard Cartons:

1. Tool(s) Required: Band cutters and Box cutters.
2. Procedure:
   a. Cut the bands from the carton with the band cutter.
   b. Adjust the box cutter blade to the exact thickness of the carton.
   c. Cut an "X" in the top of the box with the box cutter.
   d. Pull the top back.

Wooden Box:

1. Tool(s) Required: Hammer or Wonder Bar.
2. Procedure:
   a. Insert the nail-pull end of the hammer or wonder bar under the slats of the box and push down.
   b. Remove the top slats to expose the merchandise.

Check-Out Activity Answer

B – RECEIVING MERCHANDISE

INVOICE

ACME WHOLESALE FLORIST
1234 FIRST STREET
COLUMBIA, SC 29201

SOLD TO: FLOWERS BY INSKO
567 Eighth Street
Columbia, SC 29201

INVOICE NO: 89012345

DATE:

DATE RECEIVED: September 8, 19__

DATE SHIPPED: September 8, 19__

Quantity Ordered	Stock Number	Description	Quantities Shipped	Unit Price	Extension Amount
72 ✓		Gladiola, Red	72	.25	18.00
96 ✓		Roses, Red	96	.40	38.40
60 ✓		Roses, Sweetheart	60	.20	12.00
120 108		Gladiola, White 12 short	120	.25	30.00
✓1 cs.	528	Vases, papier mache	1 cs.	13.75	13.75
✓1 bx	432	Tape, floral	1 bx.	3.75	3.75
✓1 bx	4132	Foam, floral	1 bx.	20.50	20.50
✓1 bx	.0213	Picks, wooden 4" wrong size	1 bx.	16.00	16.00
2 bx	.0145	Picks, steel, 1¾" 1 bx. short	2 bx.	24.00	48.00
120 108		Carnations, Red 12 short	120	.20	24.00
✓48		Carnations, White	48	.20	9.60

Received by: Student's name Date: Today's

Invoice Total

RECEIVING MERCHANDISE

INVOICE

ACME WHOLESALE FLORIST
1234 FIRST STREET
COLUMBIA, SC 29201

SOLD TO:

INVOICE NO:

DATE:

DATE RECEIVED:

DATE SHIPPED:

Quantity Ordered	Stock Number	Description	Quantities Shipped	Unit Price	Extension Amount

Received by: Date:

Invoice Total

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: WRAPPING FLORAL MERCHANDISE

INSTRUCTION SHEETS INCLUDED IN MODULE		Learning Activity Number(s)
I	Title: WRAPPING FLORAL MERCHANDISE	2
II	Title:	
III	Title:	
IV	Title:	
V	Title:	
VI	Title:	
VII	Title:	

STUDENT SELF-CHECKS INCLUDED IN MODULE		
I	Title:	
II	Title:	
III	Title:	
IV	Title:	

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE	

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	
Ohio State University, Retail Floriculture, Book I	1

MANUALS, SPECIFICATION SHEETS, ETC., REQUIRED	Learning Activity Number(s)

SLIDE-TAPE PRESENTATIONS & AV MATERIALS REQUIRED	

SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED	
Tissue paper, stapler, boxes, shredded paper or pieces of foam, sacks	3, 4

ATTITUDES AND VALUES TO BE DEVELOPED IN THIS MODULE (AFFECTIVE DOMAIN)

Neatness

NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

For this module, you could use things in the department that you already have.

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: ROUTING DELIVERIES

INSTRUCTION SHEETS INCLUDED IN MODULE		Learning Activity Number(s)
I	Title: ROUTING DELIVERIES	2
II	Title:	
III	Title:	
IV	Title:	
V	Title:	
VI	Title:	
VII	Title:	

STUDENT SELF-CHECKS INCLUDED IN MODULE		
I	Title: ROUTING DELIVERIES	3
II	Title:	
III	Title:	
IV	Title:	

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE	

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	
Ohio State University, Retail Floriculture, Book I	1

MANUALS, SPECIFICATION SHEETS, ETC., REQUIRED	Learning Activity Number(s)

SLIDE-TAPE PRESENTATIONS & AV MATERIALS REQUIRED	

SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED	
City map, directory	4

ATTITUDES AND VALUES TO BE DEVELOPED IN THIS MODULE (AFFECTIVE DOMAIN)

NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

This module will require each teacher to provide a list of deliveries using his/her own particular area.

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: WRITING CUSTOMERS' MONTHLY STATEMENT

INSTRUCTION SHEETS INCLUDED IN MODULE		Learning Activity Number(s)
I	Title: WRITING A MONTHLY STATEMENT	2
II	Title:	
III	Title:	
IV	Title:	
V	Title:	
VI	Title:	
VII	Title:	

STUDENT SELF-CHECKS INCLUDED IN MODULE		
I	Title: PRACTICE IN WRITING MONTHLY STATEMENTS	3
II	Title:	
III	Title:	
IV	Title:	

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE	

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	
Ohio State University, Retail Floriculture Book I	1

MANUALS, SPECIFICATION SHEETS, ETC., REQUIRED	Learning Activity Number(s)

SLIDE-TAPE PRESENTATIONS & AV MATERIALS REQUIRED	

SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED	

ATTITUDES AND VALUES TO BE DEVELOPED IN THIS MODULE (AFFECTIVE DOMAIN)

NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

You may use the case problem provided or make up one of your own for the Check-Out Activity.

CHECK-OUT ACTIVITY KEY

MONTHLY STATEMENTS

Weeping Willow Flower Shop
1900 Springhill Rd.
Columbia, S.C. 29201

CUSTOMER'S NAME Mrs. John Adamson

ADDRESS 444 Third Avenue

West Columbia, S.C. 29169

MERCHANDISE	DATE OF PURCHASE	QUANTITY	UNIT PRICE	AMOUNT
Roses, long-stemmed	1-5-__	1 doz.	22 50	22 50
Potted mum	1-9-__	1	8 50	8 50
Carnations, long-stemmed	1-12-__	2 doz.	22 50	45 00
Hospital arrangement	1-14-__	1	10 00	10 00
Rose corsage	1-14-__	1	5 00	5 00

BALANCE DUE AT CLOSE OF LAST MONTH	35	00	MONTHLY TOTAL	91 00
			TAX	3 64
PAYMENT	35	00	SUB TOTAL	94 64
UNPAID BALANCE	____	__	PAST DUE BALANCE	____ __
INTEREST	____	__	TOTAL NOW DUE	94 64
TOTAL PAST DUE BALANCE	____	__		

62

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

Module Title: DESIGNING BUD VASES

INSTRUCTION SHEETS INCLUDED IN MODULE		Learning Activity Number(s)
I	Title: BUD VASES	1
II	Title: DESIGNING A BUD VASE	3
III	Title:	
IV	Title:	
V	Title:	
VI	Title:	
VII	Title:	

STUDENT SELF-CHECKS INCLUDED IN MODULE		
I	Title:	
II	Title:	
III	Title:	
IV	Title:	

SUPPLEMENTAL MATERIALS TO BE USED WITH THIS MODULE	

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	

MANUALS, SPECIFICATION SHEETS, ETC., REQUIRED	Learning Activity Number(s)

AUDIOVISUAL MATERIALS REQUIRED	
FD-67, "Designing a Bud Vase	2

SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED	
Designer's tools, flowers (carnations, roses), foliage, bud vase,	3,5
ribbon, filler flowers (optional)	

ATTITUDES AND VALUES TO BE DEVELOPED IN THIS MODULE (AFFECTIVE DOMAIN)

NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

Bud vases are usually one, two, or three-flower arrangements.

The filmstrip illustrates the two-flower bud vase.

64

Narration For Audiovisual Presentation

DESIGNING BUD VASES

Frame 1
"Designing Bud Vases."

Frame 2
Bud vases are one of the most frequently requested arrangements in the florist shop. These arrangements are usually designed with one, two or three flowers. They are frequently requested by customers for hospital gifts and special occasion remembrances. This audiovisual presentation is included to help you learn how to design bud vases.

Frame 3
As you have done when designing other flower arrangements, assemble the tools and materials needed. These include: an appropriate container, ribbon and ribbon shears, floral shears or knife, flowers such as carnations or roses, foliage and filler such as baby's breath, and floral wire and wire cutters.

Frame 4
Select an appropriate vase.

Frame 5
Fill the container with room temperature water.

Frame 6
Insert two or three sprigs of foliage into the container to support the flowers when they are placed into it. Cut the first flower to a height proportionate to the size of the container. The first placement establishes the height of the arrangement.

Frame 7
Wire the flower if necessary.

Frame 8
Insert the first flower into the container.

Frame 9
Cut and wire one or two additional placements cutting each flower slightly shorter than the preceding one.

Frame 10
No narrative.

Frame 11
Stagger the flower placements in the container.

Frame 12
Tie a bow.

Frame 13
No narrative.

Frame 14
No narrative.

Frame 15
Attach the bow to the arrangement.

Frame 16
Add filler if desired. This bud vase has had baby's breath added.

Frame 17
Inspect the bud vase and make any adjustments.

Frame 18
No narrative.

Frame 19
If desired, spray foliage with leaf polish.

Frame 20
Inspect the finished bud vase to see that you have adhered to the principles of floral design and have designed a bud vase that will please the customer. This is the end of audiovisual presentation, "DESIGNING BUD VASES."

ACHIEVEMENT RECORD

_____

ACHIEVED THE PERFORMANCE LEVELS LISTED
FOR THE PROGRAM OF

Floral Sales

AND IS THEREFORE ISSUED THIS

DOCUMENT OF EVIDENCE

GIVEN THIS _____ DAY OF _____ 19 _____

_____

INSTITUTION

_____ _____

INSTRUCTOR ADMINISTRATOR

Distributive Education
Office of Vocational Education
South Carolina Department of Education
Charlie G. Williams, State Superintendent

FLORAL SALES CHECKLIST

Task No.	Task	Final Rating	Date	Inst. Initial
	FLORAL SALES			
FD-2	Maintaining Designer's Forms			
FD-3	Sharpening Knives			
FD-4	Conditioning Cut Flowers			
FD-5	Fertilizing and Watering Potted Plants			
FD-9	Wiring Flowers			
FD-10	Tying Bows for Corsages and Potted Plants			
FD-11	Boxing Cut Flowers			
FD-12	Explaining the Care of Cut Flowers to Customers			
FD-15	Designing Corsages			
FD-16	Writing Enclosure Cards			
FD-17	Boxing Corsages			
FD-31	Designing Terrariums			
FD-32	Explaining Terrarium Construction and Care			
FD-34	Explaining How To Plant Planters			
FD-35	Dressing Potted Plants			
FD-36	Explaining Care of Potted Plants to Customers			
FD-54	Telephoning Orders to Wholesalers			
FD-55	Receiving Incoming Merchandise			
FD-56	Wrapping Floral Merchandise			
FD-58	Routing Deliveries			
FD-59	Writing Customers' Monthly Statements			
FD-67	Designing Bud Vases			

PROFICIENCY RATING		
Scale Value		Definition
A	–	Accomplished
U	–	Attempted, but not accomplished
N/A	–	Not attempted

WORK HABITS

In the instructor's opinion, this student:

	Satisfactorily	Needs Improvement	Instructor's Initials
Begins assigned work promptly.			
Works without wasted efforts and resources.			
Follows established safety procedures without being reminded.			
Works cooperatively and courteously with others.			
Responds to evaluations and criticism with willingness to improve.			
Seeks out additional work and responsibility.			

Instructor	Initials
1.	
2.	
3.	